

JOB OPPORTUNITY

Job Opportunity Bulletin:	#06-234
Final Filing Date:	04/27/07 or Until Filled

Position:	Salary:	Location:
Staff Services Analyst Range A Range B Range C	\$2,724 - \$3,313 \$2,950 - \$3,586 \$3,538 - 4,300	Office of Statewide Health Planning & Development Facilities Development Division 1600 9 th Street, Room 420 Sacramento, CA. 95814

General Statement: *This position is subject to the provisions of Post & Bid*****

Under the general direction of the Staff Services Manager I, the incumbent serves as one of the Division's Personnel Liaisons participating in program evaluation and planning activities, policy analysis and formulation, and evaluation of personnel and management issues.

Duties:

- Act as a Personnel Liaison for the Division, responsible for analysis and coordination of all Division personnel action requests.
- Process all personnel transactions and maintain tracking documents/files.
- Provide consultation and training to management and support staff regarding the civil service process.
- Coordinate and act as a task force leader to develop, analyze, and conduct studies to improve organization structure related to job specifications, duties, and changes within the division and its programs.
- Make recommendations on policy formulations or interpretation and administrative action.
- Assist the Examination Analyst with setting priorities for Division Examination scheduling and compiling examination panels.

Desirable Qualifications:

- Working knowledge of personnel management and the laws and rules governing State civil service.
- Strong analytical and program solving skills with a demonstrated ability to use good judgment.
- Display good organizational and time management skills and ability to perform multiple tasks.
- Ability to present ideas and information effectively both orally and in writing.
- Strong computer skills including working knowledge of Microsoft Office Suite.
- Sound judgment and discretion in communicating with all levels of staff and the public.
- Ability to handle multiple priorities and deadlines.
- Must be detail oriented, dependable, punctual and possess good attendance habits.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a resume and a standard State application, Form #678 to:

OSHDP - Facilities Development Division
Attention: FDD Personnel (**Job #06-234**)
1600 9th Street, Room 420
Sacramento, CA 95814

For more information contact Nikole Freeman at (916) 654-3065.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

